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MEMORANDUM

To: Agency Fleet Coordinators
From: Cindy Dixon, State Fleet Manager
Date: May 19, 2004
Re: Upcoming State Fleet Information System Enhancements

In an effort to provide state agencies with preventative maintenance scheduling information as well as enhance classification of the purpose and use of state vehicles, the State Fleet Information System will be upgraded on June 1, 2004 to provide for the following:

- Addition of oil change interval and associated fields to assist in preventative maintenance scheduling.
- Change in values for the commuting field to differentiate between exempt and reportable commuting as defined by the State Vehicle Policy (revised 2/1/04).
- Change in the Primary Purpose field to separate Agency Staff/Client Transport into two distinct values. Also, a new table will be utilized to associate vehicles with specific functions/tasks.
- Increase in field length for the Fuel Card Number.
- Established default fuel types based on the fuel configuration entered on the Vehicle Data screen. This will save data entry time when entering fuel consumption records.

I am excited about these changes and anticipate that they will enhance our ability to manage the fleet. The attached word document describes the changes in detail as well as implementation deadlines. Please review these closely and contact me with any questions. Thank you.

/cd

attachments